



WATER SERVICE APPLICATION

CITY OF MONROE WATER DEPARTMENT
120 E FIRST STREET, MONROE, MI 48161-2170

PLEASE COMPLETE THE FOLLOWING:

DATE: _____
INSTALLATION ADDRESS: _____
LOT NUMBER: _____
NEAREST CROSS STREETS: _____
TOWNSHIP/VILLAGE/CITY: _____

NAME, ADDRESS, CITY, STATE, ZIP CODE OF PERSON(S) PAYING FOR INSTALLATION:

PLEASE INDICATE WITH AN (X) THE CORRECT INFORMATION:

REPLACE EXISTING SERVICE***	_____	SINGLE FAMILY	_____
NEW SERVICE	_____	DUPLEX	_____
LEAD REPLACEMENT	_____	APTS	_____
PRIVATE SERVICE/FIRE LINE	_____	BUSINESS	_____
		INDUSTRIAL	_____

*****REASON FOR RENEWAL**

<u>SIZE OF PIPE</u>	<u>SIZE OF METER</u>	<u>LOCATION OF METER</u>
**1" _____	**5/8"x3/4" _____	BASEMENT _____
1 1/2" _____	1" _____	PIT @ PROPERTY LINE _____
2" _____	1 1/2" _____	PIT @ HOUSE _____
**Most Common	2" _____	(CRAWLSPACES ARE NOT AN OPTION)

PRIVATE SERVICE / FIRE LINE (LINE & METER SIZE) _____
(ANY SERVICE OVER 2 INCH IS CONSIDERED A PRIVATE SERVICE)

NAME, ADDRESS, CITY STATE, ZIP CODE OF PERSON(S) RESPONSIBLE FOR WATER:

**EBILLING AND AUTOMATIC PAY PROGRAM AVAILABLE - FREE OF CHARGE!*

PHONE(S): _____

SIGNATURE OF APPLICANT

PROPERTY OWNERS DO NOT NEED TOWNSHIP APPROVAL FOR RENEWAL OF WATER
SERVICES. **ONLY FOR NEW WATER SERVICES**

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Township Approval

City/Village/Township Signature & Title

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120 E. FIRST STREET, MONROE, MI 48161

COST SHEET COVER NOTICE

INSTALLATION ADDRESS: _____

Please Initial & Submit with Application

- _____ Payment is required in full before the Water Service installation can be installed. Please make checks payable to the City of Monroe Water Department.
- _____ The Water Department is not responsible for any sidewalk or driveway replacement. The Water Department will only restore the right-of-way to its original condition (main to stop). The remaining trench from the (stop box to the house) will be the homeowner's responsibility.
- _____ There must be a foundation in place before application process will continue. If drilling through the wall is required to install the Water service, the Water Department will not be responsible for seepage through the hole beyond one year after the installation date.
- _____ The Water Department will also not be responsible for unmarked or incorrectly marked Private Utilities for example: Septic Tanks, Seepage Beds, Sewer, Electric or Telephone lines.
- _____ If the Water Department Construction Crew should encounter rock, work will be discontinued. It will then be necessary for you to obtain your own Contractor to complete the digging. Credit will then be given to you for work not performed by the Water Department.
- _____ If a meter pit is left uncovered to allow connection to the house, the Water Department will not be responsible for backfilling. The meter pit lid must always be exposed at final grade.
- _____ The Water Department will not allow any connections of City water to wells, this would be considered a cross connection. It shall be the homeowner's responsibility for all new service installations and renewals to make final connections from the water meter to private plumbing.
- _____ Please provide a sketch of the property on the back of the application to indicate where you want the water service line to be run from the roadway to your home. If no sketch has been provided, the application process will not proceed any further until a sketch has been submitted. Water service line cannot be installed closer than 3 feet from property lines.
- _____ A Cost Sheet will be developed that includes the cost to install the water service from the water main to the meter including all applicable fees. An account will be created in the customer name where applicable quarterly charges for water, sewer, irrigation and or fire line services will apply.

Please allow at least two weeks for receipt of the Cost Sheet. Once the Cost Sheet total is paid you will then be added to our installation list.

For further information you may contact our office at 734-384-9150 or you may visit the City of Monroe Website @ (www.monroemi.gov.) Regarding Our Policies, Rules, Regulations and Rates.

WATER LINE SIZING INFORMATION (OPTIONAL)

The Water Department will assist the property owner with sizing your water line and water meter.

We are going to need a few details to in order to help with the sizing of the line and meter.

FOOTAGE LENGTH BETWEEN EDGE OF ROAD AND HOUSE _____FT

CHECK BOX (if yes)

Kitchen Area

- Faucet ☐
- Dishwasher ☐

Bathroom 1

- Faucet ☐
- Bath/Shower combo ☐
- Shower only ☐
- Toilet ☐

Bathroom 2

- Faucet ☐
- Bath/Shower combo ☐
- Shower only ☐
- Toilet ☐

Utility Room

- Washing Machine ☐
- Utility Sink ☐

Outside

- Faucet ☐
- Irrigation System ☐ gallons per minute required

OFFICE USE ONLY

NOTES BELOW

MEASUREMENTS

PROPERTY LINE TO HOUSE/METER _____

PROPERTY LINE TO PIT/METER _____

BORE YES OR NO

CLOSE YES OR NO

ROADBREAK YES OR NO

WATER SERVICE INSTALLATION INFORMATION

OWNER DIGS WATER SERVICE TRENCH RULES

- If owner excavates the water service trench and hole at the house they will be credited the amount shown on Cost Sheet (deducted from overall water service cost). For these type of installations, this form shall be reviewed, signed & submitted with the water service application.
- Owner is responsible for excavating, backfilling and site restoration from the property line to the meter location (i.e. house).
- The water service trench from the property line to the meter must be at least 4 inches wide and 48 inches deep.
- The hole to be excavated at the house is for the Water Department to install the water service through the house basement wall. The hole shall be a minimum 4 foot (wide) x 6 foot (length) x 6 foot (deep). For a meter pit located at the house the hole shall be 4 foot (wide) x 4 foot (length) x 4 foot (deep).
- Backfill material must be free from debris and rocks to avoid damaging the water service line. If the water service line is damaged, warranty repairs may be nullified.
- Excavations and the service installation shall be coordinated with the Water Department.

Acknowledgment of Rules Above

Applicant Name & Service Address (printed)

Signature & Date